



Tommy G. Thompson  
Governor

# WISCONSIN REGULATORY DIGEST

## A Publication of the BARBERING AND COSMETOLOGY EXAMINING BOARD

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### UNLICENSED PRACTICE INITIATIVE

The Department has seen an increase in complaints about unlicensed establishments and the practice of unlicensed manicuring. Injunctions against illegal establishments, practitioners and renters have been issued. If the unlicensed practice continues, the Department pursues \$100 to \$10,000 penalties through the local district attorney's office. The Barbering & Cosmetology Board also imposes discipline (reprimands, license limitations, suspensions and fines) on licensed establishment owners and managers who hire unlicensed personnel and renters.

Department personnel recently inspected 72 cosmetology establishments and found 9 unlicensed establishments; 51 persons working without valid licenses in both licensed and unlicensed establishments; and 23 unlicensed renters. Forty-three (43) cease and desist injunctive orders were issued to unlicensed establishment owners, renters, and practitioners. The board assessed \$9,000 in fines against 19 owners and managers.

The fines and the cease and desist injunctive orders have been effective and have resulted in 5 unlicensed establishments, 16 unlicensed renters and 14 unlicensed individuals obtaining licensure or permits. The Department verified that some establishments closed their doors and many unlicensed operators stopped practicing.

The enforcement effort will continue because unlicensed practitioners do not have the same professional skills, training, and knowledge in health and safety issues as licensed practitioners. **An** untrained manicurist may not know they are required to disinfect their instruments from customer to customer or may not use disinfecting agents that are strong enough. Bacterial, fungal, and viral infections can occur from using unsanitary nail implements. Untrained manicurists may use products that are banned for use on fingernails. Consumer complaints about scalp burns, hair loss, nail fungus, nail bed burns, the loss of natural fingernails, fingertip cuts and abrasions attest to the harm that poorly trained practitioners can cause. Poor disinfecting procedures can even expose customers to blood-borne contagious diseases such as Hepatitis B. Licensing laws were passed by the legislature to help prevent these kinds of injuries.

Licensed people in a community find themselves competing with establishments who have not made the same investment in education and who don't comply with licensing and other business laws. Such short cuts enable them to undercut legal establishments and give the entire industry a bad name when a customer sustains an injury or sees unsafe health practices.

### THE WISCONSIN BARBERING AND COSMETOLOGY EXAMINING BOARD

#### Members of the Board

- John Fahey, Chair (Madison)
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Alfred J. Hall, Jr., Bureau Director

#### Executive Staff:

- Marlene A. Cummings, Secretary
- Patricia McCormack, Deputy Secretary
- Myra Shelton, Executive Assistant

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## BOARD MEMBER INFORMATION

Governor Tommy Thompson has appointed two new members to the Board:

**Leon G. Lauer**, Green Bay, is a self-employed hair stylist working at Chester's Hairstyling. He has extensive managerial and teaching experience having taught at Gateway Technical College, Moraine Park Technical College, Martin's School of Hair Design and at the Wisconsin Department of Corrections in Green Bay. He was awarded the Teacher of the Year Award. Mr. Lauer brings expertise to the board in having co-written the apprenticeship curriculum currently being used state-wide and having authored a textbook.

**Marvile L. Martin**, Milwaukee, has been employed at Ebony Man's World from 1992 to the present. He graduated from the Milwaukee Area Technical College in barbering and cosmetology and also received his manager training at that institution. Beside his career in barbering and cosmetology, Mr. Martin served in the United States Army both at Ft. Lewis, Washington, and overseas in West Germany.

**Henry H. Moore, Jr.**, a recently retired Board member passed away on January 13, 1998. He had been a Board member for over 14 years, serving as past chair of both the Barbers Examining Board and later the Barbering and Cosmetology Examining Board. Henry was instrumental in proctoring the practical examination and assisting with the formulation of the combined boards. He will be missed by all.

## PRACTICE ISSUES

### I. NOTICE RE.: METHYL METHACRYLATE

**Methyl methacrylate monomer (MMA) in liquid form, or any cosmetic or nail service product formulated with MMA as one of its ingredients, should not be used by any manicurist, nail technician, practitioner, manager or in any establishment in providing services or products to patrons. MMA, or any product containing MMA as an ingredient, should not be present upon the premises of any establishment. Any use of MMA or any product containing MMA, as well as selling, stocking or storing such substance or product, may result in disciplinary action against all licensees involved.** Increased reports and complaints concerning MMA have prompted the Board to reaffirm this position.

The FDA has determined that MMA is a poisonous and deleterious substance when used in liquid monomer form. In addition, use of MMA upon nails or for bonding can result in serious injury, damage or deformity to the nails, or permanent nail loss. Furthermore, exposure to MMA vapors may be hazardous to a patron's health, as well as to the person providing the service and others in the vicinity. Potentially harmful exposure may occur even at concentrations below the level at which its

distinctive fruity odor is detectable by sense of smell. Dust masks do not stop inhalation of vapors. Exposure also occurs by direct contact with the skin or by skin contact with contaminated clothing. Health risks from exposure, depending on concentration and/or duration, may include irritation or damage to skin, eyes, nose, throat and lungs; dermatitis; liver damage; allergic reaction; lightheadedness, dizziness and passing out; nervous system damage including "pins and needles", numbness, weakness, changes in ability to remember and concentrate; and damage to a developing fetus. MMA is flammable and reactive and is a fire and explosion hazard.\* The Board considers that any use, sale or transfer to a patron, stocking or storing of MMA or any product containing it in connection with providing manicuring or any other barbering or cosmetology service, represents a hazard to the health and safety of patrons and the public.

### The Wisconsin Administrative Code provides:

*BC 2.03 Practice standards.*

*(4) Licensees shall maintain competency in all services they practice and maintain knowledge of all products and implements utilized in providing these services.*

*5) Licensees shall take adequate and necessary precautions to protect the patron from health and safety hazards when performing services.*

*BC 4, Sanitation And Safety. BC 4.01 (1) All areas of an establishment shall be maintained in a safe condition.*

Accordingly, every licensee shall:

1. Maintain knowledge of all products and ingredients utilized in providing services to their patrons, including maintaining knowledge of health or safety risks, warnings and precautions associated with the products, and ingredients thereof, used in providing professional services.
2. Take adequate and necessary precautions to protect the patron from health and safety hazards when performing services. In the case of a hazardous substance such as MMA, that is either banned from the market, or declared to be poisonous and deleterious but nevertheless available or present in products on the market, the rule requires a licensee to avoid any use of the substance or any product that may contain the substance.

**Therefore, pursuant to these rules, it is the position of the Board that MMA, or any product containing MMA, shall not be used in providing any manicuring or other barbering and cosmetology services, and shall not be sold, transferred, stocked or stored, by any licensee or by any licensed establishment.**

**Violation of these standards would subject a license or permit holder to disciplinary action and/or penalties under secs. 454.15 and 454.16, Stats.**

\* Derived from information sources available through the media.

### 11. Apprenticeship Advisory Committee

Secretary Marlene Cummings has created a committee to identify problems with the apprentice program and recommend solutions. The committee is

composed of representatives from the Board, the Department of Regulation and Licensing (DRL) and the Department of Workforce Development (DWD), schools and establishment owners.

The first committee meeting focused on program problems such as communication between managers, apprentices, schools and the departments, as well as monitoring and departmental procedures. Recommendations included creating one form to process initial application; having DWD supply schools with a list of apprentices who should be attending school and making sure apprentices are receiving **all** of the training which must be provided under the indentureship contract. The second meeting focused on finalizing an initial application process and creating one application form.

### III. Body Piercing/Tattooing Regulated

The Wisconsin legislature recently created ss. 252.23, 252.24 and 252.245, Stats. to provide for the regulation of tattooing and body piercing by the Department of Health and Family Services (DHFS). If your practice or business involves tattooing or body-piercing (other than ear-lobe piercing), you will need to obtain a license to continue these practices. The DHFS anticipates licensure of these professions beginning July 1, 1998 with applications available in June, 1998. For more information contact DHFS at (608) 266-2835.

### IV. Professional Responsibility

**BC 2.04 - Unauthorized Practice.** (1) Licensees may not assist or participate in the unauthorized or unlicensed practice of barbering and cosmetology, aesthetics, electrology or manicuring.

(2) Licensees shall report to the board unauthorized or unlicensed practice or other violations of s. 454, stats., and chs. BC 1 to 9, Wis. Admin. Code.

### V. Overview Of A Manager License

The Department frequently receives calls regarding the manager's license - who must have one and what responsibilities go along with this license? Recent disciplinary actions have been taken against managers when unlicensed personnel are employed or chair renters are not properly licensed. In addition, much concern has been expressed about apprentice training and the role of the manager. So a brief review/summary of the statutes and administrative code relating to managers follows.

#### Definition of Manager - s. 454.01(12), Stats.

"Manager" means a person who practices barbering or cosmetology and who is responsible for supervising and managing the operation of an establishment and ensuring that the establishment operates in compliance with this chapter and rules promulgated by the examining board.

#### How to Become a Manager-s. 454.01 (3), Stats.

The examining board shall issue a manager license to any person who does all of the following:

- a. Holds a barber or cosmetology license
- b. Completes required practice or training hours:

(1) 4,000 hours of practice as a licensed barber/cosmetologist under the supervision of a licensed manager; ~~and~~

(2) 2,000 hours of practice as a licensed barber/cosmetologist and 150 training hours of theoretical instruction.

c. Pays the current fee.

d. Passes a written examination.

#### When Is a Manager Needed -

**BC 3.01(2), Wis. Admin. Code** - No barbering or cosmetology establishment may operate without a licensed manager appointed by the owner who, together with the owner, shall have direct responsibility to ensure compliance with ch. 454, Stats., and rules of the board in the operation of the establishment. The manager is required to work full time. The manager is not required to be in an establishment at all times when an establishment is open for business.

**BC 3.03(5), Wis. Admin. Code** - The rental of a chair or booth from a licensed establishment creates a separate establishment, and a separate licensure (and manager) is required for the leased area. Effective 10/97

#### Duties and Responsibilities of a Manager

**BC 2.07 (1), Wis. Admin. Code**, says that the manager shall be responsible for the daily operations of an establishment and shall provide training or supervision to apprentices, temporary permit holders, and in-training staff. Managers shall maintain and provide appropriate records for apprentices, temporary permit holders and trainees.

(2) The manager shall:

(a) Maintain supplies and equipment necessary to ensure safe and sanitary establishment conditions."

(b) Ensure that the establishment is in compliance with s. 454, Stats., and chs. BC 3 and 4, Wis. Admin. Code.

(c) Keep and provide employment records to enable apprentices or practitioners to meet the requirements of s. 454.06 (3) (b), 440.63 (3) (a) 2., or 454.10 (2), Stats., for licensure as a manager or practitioner or certification as an instructor.

(d) Post all required licenses, permits and notices.

(e) Ensure that an apprentice is trained and directly supervised and shall ensure a licensee maintains visual contact with the practical work of the apprentice.

(f) Ensure that a temporary permit holder is directly supervised and shall ensure a licensee maintains visual contact with the practical work of the temporary permit holder.

(g) Ensure that a training permit holder is trained and directly supervised and shall ensure a licensee maintains visual contact with the practical work of the trainee.

#### Manager's Role Regarding Apprentices

**S. 454.10(3) Stats.** No apprentice may practice barbering or cosmetology except under the supervision of a licensed manager. Apprentices shall be trained in all branches of practical work and in all subjects required to be taught in schools of barbering or cosmetology as prescribed by the examining board.

**BC 6.01, Wis. Admin. Code**, requires the manager to whom an apprentice is to be indentured to:

(1) Contact the examining board and the department of workforce development for application/ indenture forms.

(2) Send to the board: (a) Completed application for permit; (b) Completed apprenticeship agreement; (c) Proof of applicant's education; (d) the fee.

(3) Send the completed indenture forms to the department of workforce development.

- (4) An apprentice can not work or attend school until a permit has been issued by the board. A permit will not be issued until the indenture is completed through the Department of Workforce Development.
- (5) Each apprentice shall be indentured to a manager who has been appointed by the owner who shall have direct responsibility over the operations of the establishment.
- (6) The manager shall provide the apprentice with the equipment necessary to learn all phases of practical barbering and cosmetology as listed in s. BC 6.04 and keep records of all apprentice practical work hours.
- (7) An apprentice transferring from one establishment to another within the state shall contact the board for transfer procedures. *An apprentice shall not transfer without prior approval of the board.*

**Theory Instruction - BC 6.02, Wi. Admin. Code**

Apprentices shall complete a course of theory instruction of not less than 288 hours at a school of barbering and cosmetology. Theory instruction shall be completed within the first 22 months from the date the permit is issued. After the first 22 months of the apprenticeship the apprentice may not continue working in an establishment until all theory instruction has been completed. The manager shall pay the apprentice for the hours of school attendance.

**Practical Training - BC 6.04, Wis. Admin. Code**

- (1) The manager to whom an apprentice is indentured shall supervise the training and work of the apprentice.
- (2) Each apprentice must receive at least 3,712 hours of training and experience in the practical services of barbering and cosmetology to qualify for the examination as a practitioner. Training and experience shall include subjects and practical hours specified under BC 6.04(3), available from the department.

**Managing Multiple Establishments-s. 454.08(6), Stats.**

A person who owns one or more barber or cosmetology establishment(s) shall employ at least one person as a manager who holds a manager license and works full-time (as a manager) in the establishments.

**Booth Rental and Dual Licensure - BC 3.03(2) Code**

A person who is licensed as a manager may be employed as the manager for any number of establishments so long as the licenses for all the establishments are held by the same person. A person may be employed as the manager for 2 or more establishments when the licenses for the establishments are held by different persons only if the manager works for each establishment full-time (Defined as 32 hours a week.)

| <b>DISCIPLINE</b>  |  |
|--|--|
| <b>CAROLJEAN H. VIERTEL</b>  | <b>STEVENS POINT, WI</b><br><b>\$100.00 FORFEITURE</b> |
| Operated an unlicensed establishment without a manager's license/ licensed manager of record. 6/97 |  |
| <b>RHONDA M. ANDRSON</b>   | <b>STEVENS POINT, WI</b><br><b>\$100.00 FORFEITURE</b> |
| Operated an unlicensed establishment without a manager's license/ licensed manager of record. 7/97 |  |
| <b>ALISON R. BOERSMA</b>   | <b>STEVENS POINT, WI</b><br><b>\$100.00 FORFEITURE</b> |
| Operated an unlicensed establishment without a manager's license/ licensed manager of record. 7/97 |  |

|   |  |
|---|--|
| <b>ANGELA T. HANSEN DBA SAVANNA'S,</b><br><b>HARTLAND, WI</b>   | <b>\$500.00 FORFEITURE</b>                             |
| Operating unlicensed establishment. 7/97  |  |
| <b>CHRISTINE KEMPTER DBA CHRISTINE</b><br><b>KEMPTER COMPLETE FACIAL SERVICE,</b><br><b>MILWAUKEE, WI</b>   | <b>\$500.00 FORFEITURE</b>                             |
| Operating unlicensed aesthetics establishment. 7/97   |  |
| <b>MICHELLE MILLER DBA SAVANNA'S TANNING</b><br><b>&amp; HAIR DESIGN,</b>   | <b>WALES, WI</b><br><b>\$100.00 FORFEITURE</b>         |
| Operating unlicensed establishment. 7/97  |  |
| <b>AMY SCHUMACHER DBA SAVANNA'S</b><br><b>TANNING &amp; HAIR DESIGN</b>   | <b>WAUWATOSA, WI</b><br><b>\$500.00 FORFEITURE</b>     |
| Operating unlicensed establishment. 7/97  |  |
| <b>KARA K NETTERVILLE DBA PRECISION DESIGNS</b><br><b>MILWAUKEE, WI</b>   | <b>\$100.00 FORFEITURE</b>                             |
| Operating unlicensed establishment, 7/97  |  |
| <b>DAVID C. STOUP DBA ELIZABETH ARDEN</b><br><b>ESTABLISHMENTS, INC.</b>  | <b>MILWAUKEE, WI</b><br><b>\$1,500.00 FORFEITURE</b>   |
| Operating unlicensed establishment. 7/97  |  |
| <b>LESLIE W. BECHER</b>   | <b>GENESSE DEPOT, WI</b><br><b>\$500.00 FORFEITURE</b> |
| Operating unlicensed establishment. 8/97  |  |
| <b>DAVID J. CISLER DBA RICH'S BARBER SHOP</b><br><b>WAUKESHA, WI</b>  | <b>\$500.00 FORFEITURE</b>                             |
| Failed to clean and disinfect comb and cutting instruments involved in services. 8/97   |  |
| <b>DEBBIE A. ELSE</b>   | <b>SUPERIOR, WI</b><br><b>\$100.00 FORFEITURE</b>      |
| Operating unlicensed establishment/chair. 8/97  |  |
| <b>BONNIE L. GERMANN</b>  | <b>SUPERIOR, WI</b><br><b>\$100.00 FORFEITURE</b>      |
| Operating unlicensed establishment/chair. 8/97  |  |
| <b>DENISE G. KEUP DBA DENISE'S HAIR DESIGN</b><br><b>SUPERIOR, WI</b>   | <b>\$200.00 FORFEITURE</b>                             |
| Assisted unlicensed practice. 8/97  |  |
| <b>WARD A. PFUNDTNER DBA WARD'S BARBER</b><br><b>SHOP, MILWAUKEE, WI</b>  | <b>\$100.00 FORFEITURE</b>                             |
| Failed to clean and disinfect comb and cutting instruments involved in services. 8/97   |  |
| <b>RICHARD J. SIMCAKOWSKI DBA RICHARD'S</b><br><b>BARBER SHOP,</b>  | <b>WAUKESHA, WI</b><br><b>\$1,000.00 FORFEITURE</b>    |
| Assisted in unlicensed practice. 8/97   |  |
| <b>CARRIE L. SZEHNER</b>  | <b>STEVENS POINT, WI</b><br><b>\$100.00 FORFEITURE</b> |
| Operating unlicensed establishment. 8/97  |  |
| <b>BICHYEN T. TRAN DBA NAILS BY BIC</b><br><b>MIDDLETON, WI</b>   | <b>\$300.00 FORFEITURE</b>                             |
| Employed unlicensed manicurist, operated a manicuring establishment with no sink for cleaning equipment and had no disinfectant at the manicuring table. 8/97 |  |

MENG PHY TRANN DBA L A NAILS  
LACROSSE, WI \$3,000.00 FORFEITURE:  
Violated s. 454.04 (1)(d), Stats., aiding/abetting the unlicensed practice of manicuring; violated s BC 4.10 (1) (b), Wis. Adm. Code, failure to use an EPA registered tuberculocidal disinfectant on manicure instruments; violated BC 4.05(2), failure to post written protocol describing the unintentional exposure to body fluids; violated BC 4.02 (2), failure to wash and disinfect manicure instruments between customers. 8/97

MELLISSA D. JASPER, LAKE GENEVA, WI  
CANCELLATION OF APPRENTICE PERMIT  
Failed to pay fee. 8/97

KARIL POLLEY WEST ALLIS, WI  
CANCELLATION OF LICENSE  
Failed to pay fee. 8/97

CATHY BANKS DBA CADILLAC  
MILWAUKEE, WI \$200.00 FORFEITURE  
Operating unlicensed establishment. 8/97

VICTORIA ROBBINS DBA QUEEN VICTORIA'S  
MILWAUKEE, WI \$500.00 FORFEITURE  
Operating unlicensed establishment. 8/97

CURTISS B. LEACH MILWAUKEE, WI  
\$500.00 FORFEITURE  
Operating unlicensed establishment. 9/97

AVERY MEEKS & ANTHONY OLIPHANT DBA  
EXODUS HAIR STUDIO MILWAUKEE, WI  
\$500.00 FORFEITURE  
Operating unlicensed establishment. 9/97

PHILLIP C. BENFORD MILWAUKEE, WI  
\$100.00 FORFEITURE  
Licensed practitioner practicing in an unlicensed establishment. 10/97

PAMELA R. BRESSLER DBA SUITE 105-A  
ESTABLISHMENT  
MILWAUKEE, WI \$1,600.00 FORFEITURE  
Assisted unlicensed practice. 10/97

RORY COON WAUPACA, WI  
\$100.00 FORFEITURE  
Operating unlicensed chair without manager's license or a licensed manager of record. 10/97.

SHARYN L. JORDAN DBA VISUAL CHANGES  
LACROSSE, WI \$100.00 FORFEITURE  
Employed an unlicensed manicurist. 10/97

TOM DHAN LY MILWAUKEE, WI  
\$100.00 FORFEITURE  
Practiced manicuring without a license. 10/97

DANIEL MISTRIOTY DBA NESOS VILLAGE  
CUTS, WAUWATOSA, WI \$500.00 FORFEITURE  
Provided barbering/cosmetology services without a license in an unlicensed establishment. 10/97.

RUTH A. PAINE MILWAUKEE, WI  
\$500.00 FORFEITURE  
Operating unlicensed establishment/chair. 10/97.

DENISE RHODES MILWAUKEE, WI  
CONDITIONS ON APPRENTICE PERMIT  
Practicing without a valid apprentice permit after her indenture was canceled. 10/97

SHEILBRAD. SHERROD MILWAUKEE, WI  
\$500.00 FORFEITURE  
Practiced barbering and cosmetology without a valid license. 10/97

SAU VAN DANG DBA L A NAIL GREEN BAY, WI  
\$500.00 FORFEITURE  
Failed to disinfect or sterilize reusable manicure instruments prior to use on customers. 10/97

JENNIFER L. EWERS PLATTEVILLE, WI  
CANCELLATION OF LICENSE  
Failed to pay fee. 10/97

KEVIN C. ANDERSON PHOENIX, AZ  
CANCELLATION OF LICENSE  
Failed to pay fee. 10/97

TRACI J. BLEDSOE GREENFIELD, WI  
\$250.00 FORFEITURE  
Assisted in unlicensed practice. 12/97

HAI N. CAO DBA NAIL ARTS WAUWATOSA, WI  
\$200.00 FORFEITURE  
Operating unlicensed establishment and failed to possess a disinfectant registered as a tuberculocidal agent. 12/97

WARREN & DEBRA CARTER DBA THE SUBJECT  
HAIR, MILWAUKEE, WI \$500.00 FORFEITURE  
Assisted in unlicensed practice. 12/97

CETTERY M. GARDNER DBA THE LAST DETAIL  
HAIR DESIGN MILWAUKEE, WI  
REPRIMANDED AND \$1,000.00 FORFEITURE  
Unlicensed practice. 12/97

AGUSTIN A. GARNICA DBA TASOS HAIR STUDIO  
MILWAUKEE, WI \$1,000.00 FORFEITURE;  
MUST FILE QUARTERLY TAX REPORTS  
As owner/manager of licensed establishment, violated statute/code by employing an unlicensed person. 12/97

BRIAN R. GREEN DBA FRESH LOOK BEAUTY &  
BARBER ESTABLISHMENT MILWAUKEE, WI  
\$2,200.00 FORFEITURE  
As owner/manager of licensed establishment violated statute and code by employing unlicensed people. 12/97

LAURINE RUTHERFORD MILWAUKEE, WI  
\$100.00 FORFEITURE  
Operating unlicensed establishment. 12/97

RICHARD TERRELL, CAROL JENNINGS DBA  
WATSON HOUSE OF BEAUTY MILWAUKEE, WI  
\$350.00 FORFEITURE  
Assisted in unlicensed practice. 12/97

ALMA JEAN WATSON DBA WATSON HOUSE OF  
BEAUTY MILWAUKEE, WI  
\$350.00 FORFEITURE  
Assisted in unlicensed practice. 12/97

Department of Regulation and Licensing  
 Barbering & Cosmetology Exam Board  
 P.O. Box 8935  
 Madison, WI 53708-8935  
 Return Service Requested

# REGULATORY DIGEST

Bulk Rate  
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## EXAM OFFICE NEWS

The National Interstate Council of State Boards of Cosmetology (NIC) has announced that new written examinations for aestheticians and manicurists will be available in 1998. The content of the new exams is based on a nationwide survey of professionals conducted by NIC in 1997. Candidates will be informed in advance of the specific date for implementing the examinations in Wisconsin. In addition to sanitation and basic sciences, the new aesthetician examination will continue to consist of 100 questions and will cover skin analysis, draping, product selection, cleansing, massage, masks, electrical treatment, hair removal, skin hazards, aromatherapy, spa, and makeup. The new manicurist exam will be expanded from 65 to 100 questions and will cover sanitation, basic sciences, artificial nails, manicure, pedicure, polish, massage, nail repair and infection control.

For the barbering and cosmetology practitioner examination, a new study guide is available for candidates. The examination candidate can obtain the guide from the Wisconsin school from which they graduated, and apprentices and candidates trained in other states can obtain a copy from Continental Testing Services at 1-800-717-1201.

**Barbering & Cosmetology Board Meeting Dates**  
 1998: April 6; June 1; August 3; October 5; December 7  
 Meetings are held at 1400 E. Washington Ave., Madison, WI and begin at 9:30 a.m.

**NEW TELEPHONE SYSTEM** - The Division of Business Licensure & Regulation has installed a menu telephone system. Please make note of the new telephone number:

**(608) 266- 5511**

### EXAMINATION APPLICATIONS:

All requests for applications relating to examinations must be directed to Continental Testing Services (CTS) at **1-800-717-1201, Press 8**. The Board office does not have application packets.

| 1998 BAC EXAM SCHEDULE        |                  |
|-------------------------------|------------------|
| 1/5/98 BAC & Aesthetician     | Milwaukee        |
| 1/9/98 Electrologist          | Milwaukee        |
| 1/12-13/98 BAC                | Fond du Lac      |
| 2/2/98 BAC                    | Milwaukee        |
| 2/9-10/98 BAC                 | Appleton         |
| 3/2/98 BAC                    | Milwaukee        |
| 3/20/98 Electrologist         | Madison          |
| 3/23-24/98 BAC                | Wisconsin Rapids |
| 4/13/98 BAC                   | Milwaukee        |
| 5/4/98 BAC                    | Milwaukee        |
| 5/11-12/98 BAC & Aesthetician | Madison          |
| 5/15/98 Electrologist         | Milwaukee        |
| 6/1-2/98 BAC                  | Fond du Lac      |
| 6/8/98 BAC                    | Milwaukee        |

### Avoid License Denial by Resolving Tax Delinquencies During Tax Amnesty

If you are applying for renewal of a license/credential from the Department of Regulation and Licensing, the department is required by law to determine if you have any delinquent tax obligation with the Wisconsin Department of Revenue. If such delinquencies are found, processing of your license/credential renewal can be withheld until the delinquent tax obligation has been resolved. Under current law, this procedure only applies to renewal applications, but there is legislation under consideration which would extend this tax delinquency review to initial applications for licenses and credentials. If you're at risk under this proposed law, you may want to consider participating in the tax amnesty program tentatively scheduled to be launched this summer. Tax amnesty will enable people with tax delinquencies the chance to wipe the slate clean for a reduced amount. A toll-free number will be established by the Department of Revenue for persons interested in applying for amnesty. Applications will also be accepted over the Internet.

The State Legislature gave preliminary approval to a tax amnesty period in the 1997-99 state budget. Final legislative authorization is expected by the end of March with the amnesty application period to run from June 15 through August 14, 1998. Keep an eye out in the near future for more details.